

## CFD Check Log

[illegible]

### Checks from Employee Contributions

1. List each check one time only. Staple the check to the Contribution Form.
2. Attach the forms and checks to the Check Log and forward them to the CFD/DOP Finance Office, PO Box 47500, Olympia, WA 98504-7500.
3. Do not deposit checks from an individuals' contribution forms in account 525 – **it is for fundraisers only.**

**Checks from Fundraisers:**

**Checks from Fundraisers:**  
Checks made payable to the CFD from a fundraiser should be deposited with your finance department (Fund 525, Agency 111).

Distribution: White: CFD/DOP Finance Office MS 47500

Yellow: Volunteer Records

***For additional Check Logs, please contact the CFD Office at 360 664 1995.***